

**Reclassifying an Employee**  
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## Reclassifying an Employee

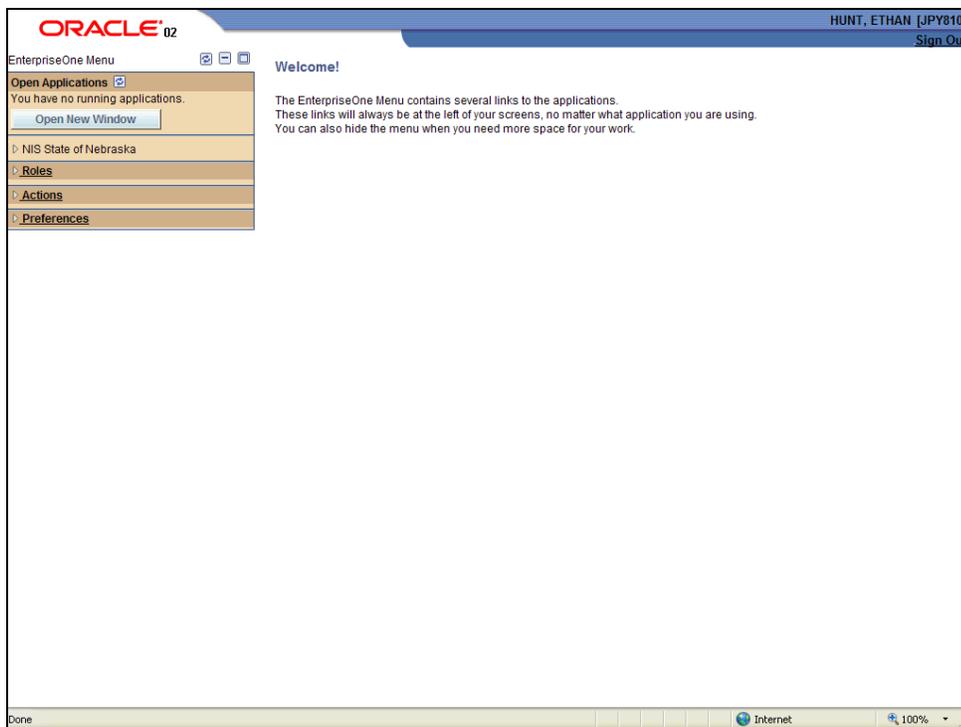
### Reclassifying an Employee Overview

When an employee is reclassified (reclassified, promoted, demoted, etc), employee information changes are made in the Employee Master. If the job attached to the new position is different from the employee's previous job, the job must be changed.

### Reclassifying an Employee Lesson

#### Procedure

In this lesson you will learn how to reclassify an employee.

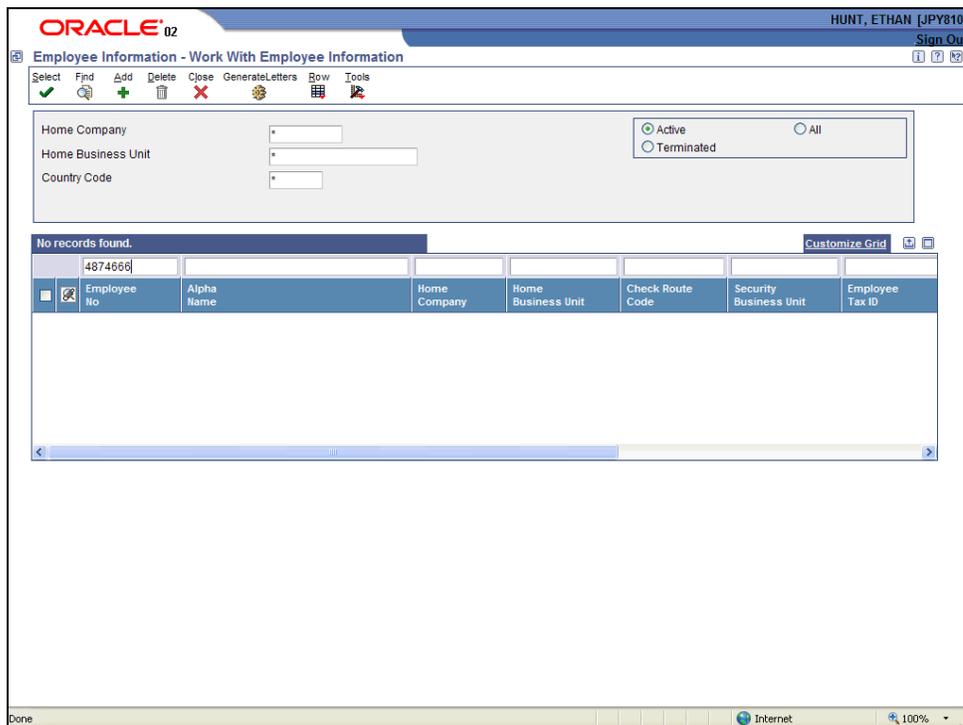


Step	Action
1.	Click the <b>NIS State of Nebraska</b> link. <span style="border: 1px solid black; padding: 2px;">NIS State of Nebraska</span>

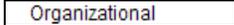
# Training Guide

## Reclassifying an Employee

Step	Action
2.	Click the <b>Human Resources/Payroll - Agencies</b> link. 
3.	Click the <b>Employee Maintenance</b> link. 
4.	Click the <b>Employee Information</b> link. 
5.	First you will need to find the employee record. You can narrow your search by using the fields in the QBE line. Specifically the <b>Employee No</b> field (the employee's address book number), and the <b>Alpha Name</b> field.



Step	Action
6.	After entering your search criteria click the <b>Find</b> button. 
7.	Select the record by clicking the check box next to it. 

Step	Action
8.	Click the <b>Row</b> button. 
9.	Click the <b>Organizational</b> menu. 

**ORACLE** 02 HUNT, ETHAN [JPY810] Sign Out

**Employee Information - Organizational Assignment**

Employee No. 4874666 KENT, CLARK S

Last Start Date 06/15/2009

Supervisor 100546 UTLEY, MICHAEL

Home Business Unit 65025009 NIS

Mentor

Team DEFAULT

Position ID 06522407 IT MANAGER I Date in Current Position ID 06/15/2009

Job Code G07092 IT Manager I Date in Current Job 06/15/2009

Working Title

Barg Unit G MANAGEMENT GROUP N/A

EEO Job Category A OFFICIALS AND ADMINISTF Shift Code

Employment Status FULL-TIME REGULAR Full Time Equivalents 1.00

Date Pay Starts 06/15/2009 Date Pay Stops

**Job Competency**

Organizational Business Unit

% Competency Achieved .00 Last Competency Review Date

**Performance Appraisal**

N/A .000

Last Review Type Last Review Date

Next Review Type Next Review Date

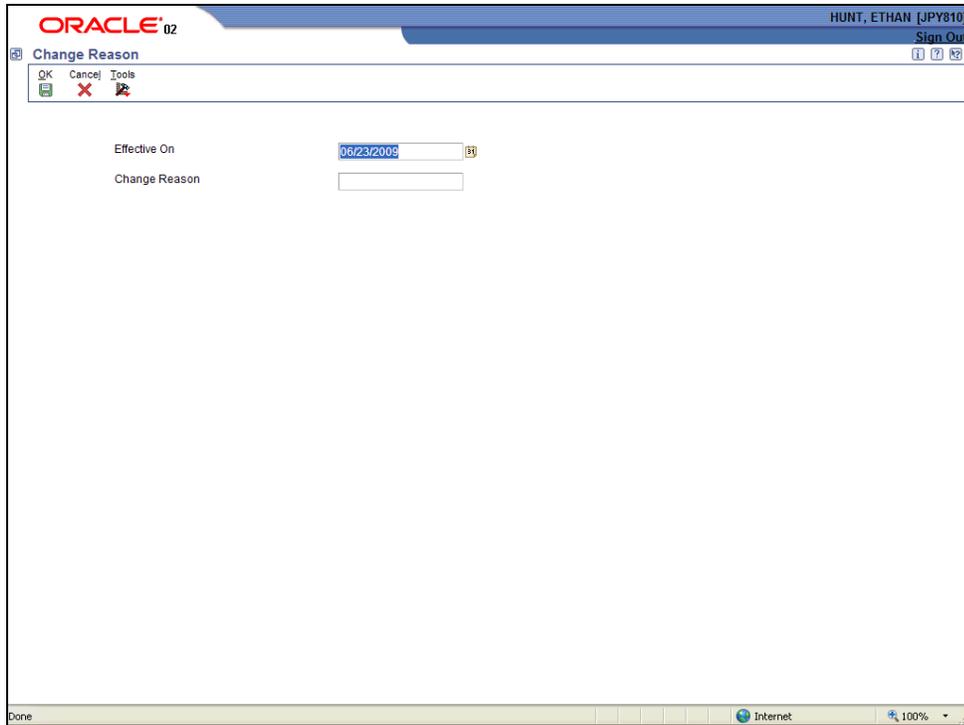
Step	Action
10.	Change the job code in the <b>Job Code</b> field. Use the <b>Visual Assist</b> tool if needed.
11.	Click the <b>OK</b> button. 

# Training Guide

## Reclassifying an Employee

The screenshot shows the Oracle HRMS 'Employee Information - Job Default Window' interface. It features two columns: 'PROPOSED' and 'CURRENT'. The 'Associated Job Defaults' section has radio buttons for 'Always Use Default Information' and 'Only Use Defaults to Overwrite Blank Values'. The 'Job Code' section shows 'A05313 BUYER III' for Proposed and 'G07092 IT Manager I' for Current. The 'Employee Information' section includes 'Pay Frequency' (BI-WEEKLY), 'Benefit Group' (NAPE-B NAPE/AFSCME-BIWEEKLY), 'Barg Unit' (MANAGEMENT GROUP), and 'EEO Job Category' (OFFICIALS AND ADMINISTRATORS). The 'Basic Compensation' section includes 'Pay Class' (SALARIED), 'Pay Grade/Step' (20 00), and 'Overtime Exempt' (YES). The 'N/A' and 'Sub Class' fields are also visible.

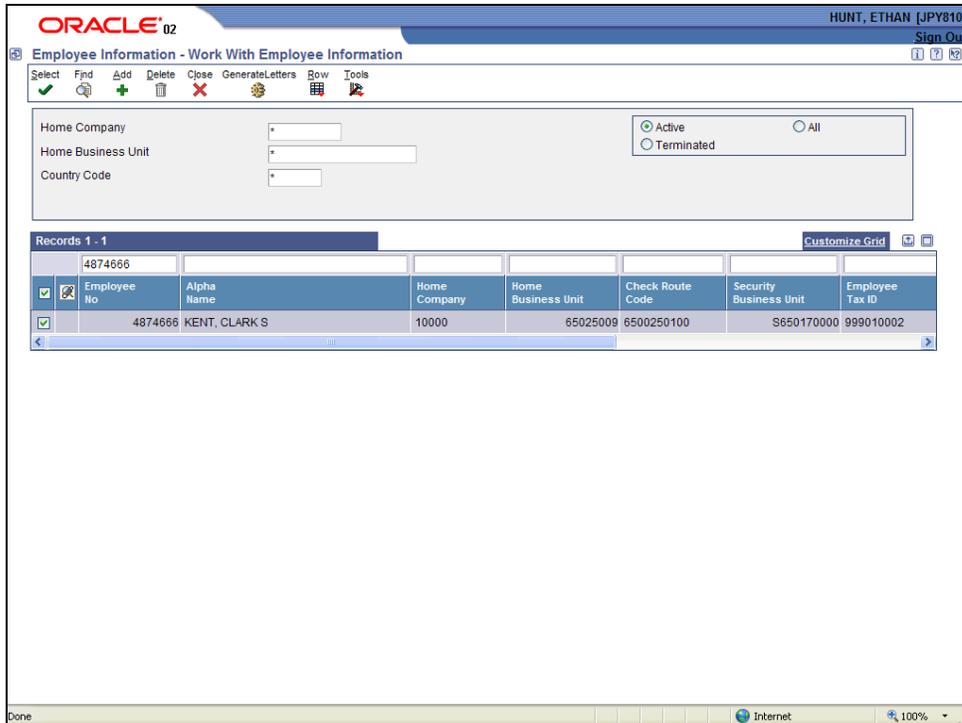
Step	Action
12.	Under the <b>PROPOSED</b> column change the following fields if necessary:  <b>Benefit Group</b> <b>Barg Unit</b> <b>EEO Job Category</b> <b>Pay Class</b> <b>Pay Grade/Step</b> <b>Overtime Exempt</b>
13.	When you are finished click the <b>OK</b> button. 



Step	Action
14.	Type the effective date of the reclassification in the <b>Effective On</b> field.
15.	Enter the change reason code in the <b>Change Reason</b> field. Use the <b>Visual Assist</b> tool if needed.
16.	Click the <b>OK</b> button. 

# Training Guide

## Reclassifying an Employee



Step	Action
17.	Click the <b>Close</b> button. 
18.	You have successfully completed this lesson. <b>End of Procedure.</b>